

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. ADMSPLE

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency LICENSING AND REGULATORY AFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Michigan Office of Administrative Hearings and Rules
4. Civil Service Position Code Description Admin Law Specialist-E	10. Division Public Service Commission
5. Working Title (What the agency calls the position) Administrative Law Specialist 13-P15	11. Section
6. Name and Position Code Description of Direct Supervisor WALLACE, SALLY L; ADMINISTRATIVE LAW MANAGER-2	12. Unit
7. Name and Position Code Description of Second Level Supervisor LONG, JAMES E; ADMIN LAW ADMINISTRATOR-2	13. Work Location (City and Address)/Hours of Work 7109 W. Saginaw, Lansing, MI 48917 / 8-5/M-F with remote & AWS if applicable

14. General Summary of Function/Purpose of Position

This position hears Public Service Commission (PSC) cases involving electricity, gas, telecommunications, and video/cable. The Administrative Law Examiners (ALEs) assigned to this area of practice preside over contested case hearings and prepare Proposals for Decisions for the Public Service Commission. The case types are frequently complex and may involve utility rates for large portions of the state. The purpose of this position is two-fold. First, the Administrative Law Specialist (ALS) will assist the ALEs organize voluminous exhibits and sort parties' positions. Certain case types have ten or more parties filing pleadings, multiple expert testimonies, and complex mathematical calculations. Second, the ALS will assist the ALEs with assembling the relevant information into a digestible and reliable format. Factual accuracy, legal correctness, and procedural propriety are essential to the position. In addition, the position has a significant legal research component, and the ALS will assist with research and preparation of legal memorandum on past holdings, new legislation, and public policy implications.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 50

Review and analyze the record. Organize positions and data. Prepare Written Summary and Analysis.

Individual tasks related to the duty:

Review and Analyze the Record

The cases at the PSC may be presented by a range of parties, including utilities, customers, customer representatives, energy producers, suppliers, and other interested persons. No matter who is presenting the issue to the PSC, the relevant concerns and potential implications demand a careful analysis. The record will need to be reviewed to identify both the stated issue(s) and the arguments relevant to a decision on the stated issue(s).

Organize Positions and Data

Depending on who has filed the matter, the documentation may be simple or highly complex. If multiple parties have filed, then each of the positions will need to be organized in a logical fashion.

If complex exhibits, testimonies, or depositions have been filed, they will need to be analyzed, summarized, and, again, organized in a digestible fashion.

Prepare Written Summary and Analysis

There are several ALEs who handle PSC matters. The ALS will work with different ALEs and present information and analysis in a manner determined by the specific ALE. The ALS must be detail oriented and reliable. The data must be organized in a fashion that allows for quick location and accuracy check.

Duty 2

General Summary:

Percentage: 45

Legal Research.

Individual tasks related to the duty:

Perform legal research to identify relevant decisions, governing statutory provisions, and applicable regulations to the cases reviewed in order to render a sound decision under the given facts and applicable law.

Duty 3

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

Miscellaneous duties.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

1. Determining which prior PSC decisions and administrative rules are applicable to the issues presented in a given case.
2. Prioritizing routine work assignments.

17. Describe the types of decisions that require the supervisor's review.

The employee works under close supervision. For workflow matters, the ALS will exercise limited discretion. Independence and discretion will increase with experience. The written work product of the ALS is subject to review by the ALE, and may be incorporated into a Proposal for Decision, which will in turn be reviewed by the PSC.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Standard office environment.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates**20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

To provide legal support to the MOAHR ALEs handling cases for the Michigan Public Service Commission. To draft decisions and orders, perform research, prepare case summaries upon request, and monitor the progress of cases.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.**25. What is the function of the work area and how does this position fit into that function?**

The MOAHR ALEs assigned to hear Public Service Commission cases serve as the presiding officer in contested cases before the Commission and prepare Proposals for Decision that are reviewed by the Commission. This position assists the ALEs with an independent analysis of the record and law, and with drafting a Proposal for Decision that accurately reflects the analysis.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.**EDUCATION:**

Possession of a Juris Doctorate Degree from an accredited school of law.

EXPERIENCE:**Administrative Law Specialist 13**

No specific type or amount is required.

Administrative Law Specialist 14

One year of professional experience in legal work equivalent to an Administrative Law Specialist 13 or Administrative Law Examiner 13, or as an attorney.

Administrative Law Specialist P15

Two years of professional experience in legal work, including one year equivalent to an Administrative Law Specialist 14 or Administrative Law Examiner 14; or, two years of experience as an attorney.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to communicate effectively verbally and in writing. Efficient legal research skills. Knowledge of utility, telecommunications, and administrative law practices and procedures desirable.

CERTIFICATES, LICENSES, REGISTRATIONS:

Member in good standing of State Bar of Michigan.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor_____
Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date